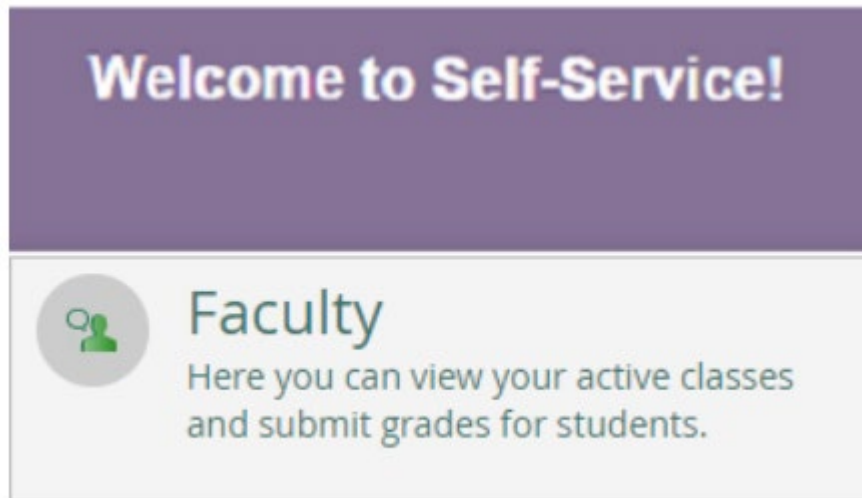


## FACULTY CONSENT PROCESS

This process allows faculty to approve registration in course sections flagged as requiring instructor consent.

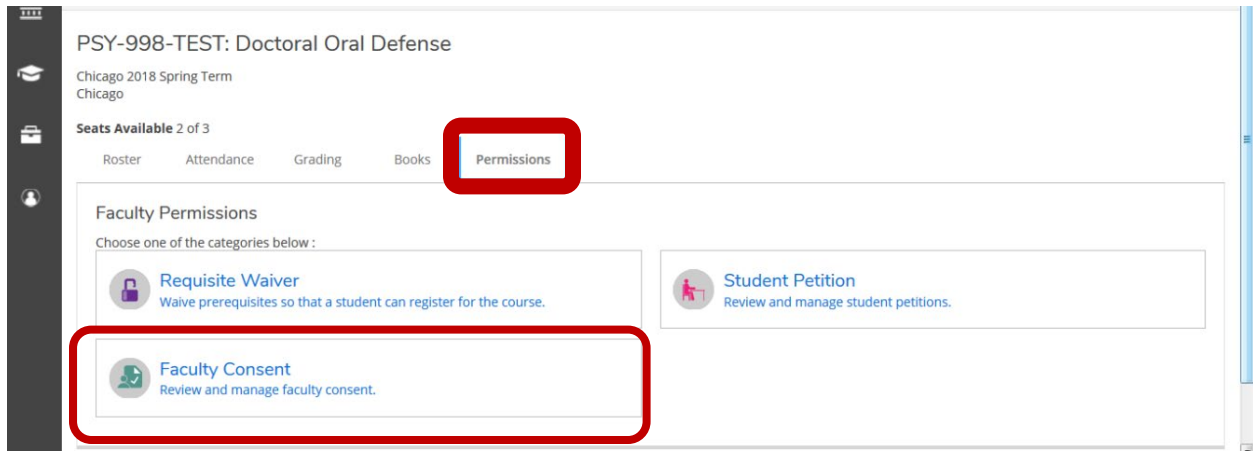
1. Log onto Adler Connect (<https://connect.adler.edu>) and select the **Welcome to Self-Service!** option:



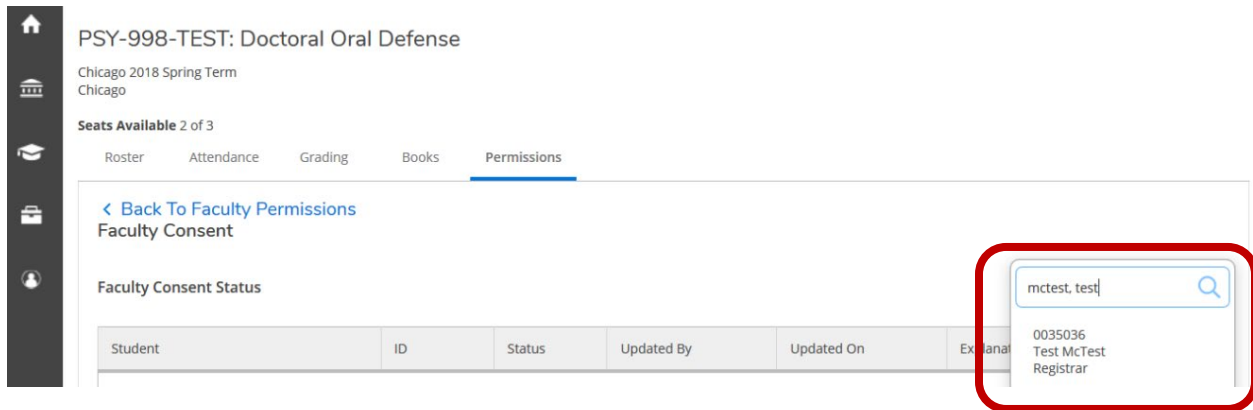
2. Find and select the section you would like to approve the student's registration. **Please remember to select the correct term.**

Section	Times	Locations	Books
<a href="#">PCO-001-TESTB: Student Orientation</a>	Su 3:00 AM - 6:00 AM	TBD	
	1/7/2018 - 4/15/2018	Lecture	
	M 3:00 AM - 6:00 AM	TBD	
	1/8/2018 - 4/16/2018	Lecture	
	T 3:00 AM - 6:00 AM	TBD	
	1/2/2018 - 4/10/2018	Lecture	
	W 3:00 AM - 6:00 AM	TBD	
	1/3/2018 - 4/11/2018	Lecture	
	Th 3:00 AM - 6:00 AM	TBD	
	1/4/2018 - 4/12/2018	Lecture	
<a href="#">PSY-998-TEST: Doctoral Oral Defense</a>	F 3:00 AM - 6:00 AM	TBD	
	1/5/2018 - 4/13/2018	Lecture	
	Sa 3:00 AM - 6:00 AM	TBD	
	1/6/2018 - 4/14/2018	Lecture	
	TBD	TBD	

3. Click on the **PERMISSIONS** tab and **select FACULTY CONSENT.**



4. Type the student's **NAME or ID** in the search box.  
 The student's name will appear. **SELECT** the student's name.



5. STATUS: select **ACCEPTED**
- **ADDITIONAL COMMENTS:** enter comments (**REQUIRED**)
  - Select **SAVE**

**Add Faculty Consent**

**PSY-998-TEST: Doctoral Oral Defense** Chicago 2018 Spring Term

**Student** Test McTest  
Student 0035036  
Student's Email Address

**Status** Select a status...  
 Select a status...  
 Denied  
 Accepted  
 Pending

**Additional Comments**

Cancel Save

**\* The student now has access to register themselves via Self-Service. \***

**NOTE:** Once you provide the student permission to register via the Faculty Consent feature, you will also see the student listed under the “Permissions” tab for the “Faculty Consent” feature for that course section.

## PSY-750-TEST: Doctoral Practicum Seminar I

2019FAL Chicago - Lecture & Seminar  
Chicago

M 8:00 AM - 11:00 AM  
8/26/2019 - 12/2/2019  
TBD

Seats Available 8 of 8

Roster Attendance Grading Books **Permissions**

[< Back To Faculty Permissions](#)  
Faculty Consent

Faculty Consent Status

Student Name or ID

Student	ID	Status	Updated By	Updated On	Explanation
Sheba Jones	Student's ID	Accepted	Jones, S	10/31/2019 4:22:58 PM	v

### IMPORTANT:

1. The Student Petition feature will not provide the student with permission to register. If you use this feature, the student will be listed under the “Permissions” tab for the “Student Petition” feature for that course section but the student will not have access to register.
2. If the student is on any type of hold that prevents registration, they will not be able to register until the hold is resolved.
3. If the class is full or if the student is missing a prerequisite, the student will not be able to register.